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Class Specifications
for the Class:

HAZARDOUS MATERIALS TRAINING AND EXERCISE COORDINATOR
(HAZ MTRLs TRNG & EXER COORD)

Class Distinguishers:

Complexity: This class reflects responsibility for independently planning, coordinating, and implementing hazardous materials¹ management and awareness training and exercise programs for government and private agencies.

Such responsibility involves assessing hazardous materials management and awareness training needs; developing and/or adapting training curricula and materials and conducting and evaluating training courses; planning, developing and coordinating exercise scenarios to test emergency response plans; preparing federal grant proposals and monitoring their expenditure; and assisting agencies to develop and maintain hazard mitigation plans.

Personal Contacts: A position in this class has significant personal contact with the Local Emergency Planning Committee (LEPC) which includes members of other government jurisdictions and representatives from the private sector to determine training needs and to assist them to develop and maintain hazard mitigation plans; in providing briefings and status reports to public officials; and in developing, coordinating and conducting hazardous materials management and awareness training courses and exercises for federal, State, and county government agencies, local businesses and community organizations.

¹ Hazardous materials are substances or materials which, because of their chemical, physical, or biological nature, pose a potential risk to life, health, or property if they are released.

A "release" may occur by spilling, leaking, emitting toxic vapors, or any other process that enables the material to escape its container, enter the environment, and create a potential hazard. Hazardous materials may fall under one of nine hazard classes established by the United Nations Identification System:

1) explosives (Class A, Class B, Class C; and blasting agents);
2) gases (flammable and non-flammable); 3) flammable liquids;
4) flammable solids; 5) oxidizers and organic peroxides;
6) poisons; 7) radioactive materials; 8) corrosives; and 9) other regulated materials.

Supervisory Controls: The position in this class works under the general supervision of the Civil Defense Training Officer who has overall responsibility for planning, developing, promoting, implementing and evaluating the statewide emergency preparedness and hazardous materials management/awareness training program.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Principles, methods and techniques of training; methods of instruction; methods and techniques in the development of curricula and training aids; public speaking techniques; training and group communication principles, practices and techniques; State and federal laws, rules and regulations pertaining to hazardous materials; kinds and characteristics of hazardous materials; hazardous materials management; federal, State and local emergency preparedness guidelines; federal grant proposal and reporting requirements; and report writing.

Ability to: Plan, develop and coordinate statewide hazardous materials management and awareness training and exercise programs; acquire, evaluate and adopt and/or develop training materials to meet curricular requirements; conduct training courses; assist and advise government organizations and provide agencies in developing and maintaining emergency response plans and hazard mitigation plans; understand and apply federal, State and local emergency preparedness guidelines; read, comprehend and interpret complex written material; write clearly and effectively such material as federal grant proposals, legislative proposals, etc.; administer service contracts; anticipate and determine training and exercise needs; solve complex problems logically and systematically; establish and maintain effective and cooperative working relationships with representatives of various public and private agencies; and speak effectively before groups.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Plans, promotes, coordinates and conducts hazardous materials (HAZMAT) management and awareness training activities for federal, State, and county government agencies, private businesses and industries and the general public.
2. Identifies and assesses HAZMAT management and awareness training needs.
3. Determines annual training and exercise funds required to carry out scheduled activities and events. Prepares plans and federal training grant proposals and budget requests.
4. Researches and evaluates HAZMAT training courses, materials and aids to be used based on training needs/requests. Modifies and adapts pre-packaged courses and lesson plans provided by the Federal Emergency Management Agency.
5. Conducts approved HAZMAT training courses and exercises. Prepares and administers contracts for training services.
6. Maintains records of training programs and prepares and submits quarterly fiscal and performance reports for federal grants administration.
7. Develops, plans, coordinates and conducts tabletop, functional and full scale HAZMAT exercise scenarios and situations with all government jurisdictions, local businesses and community organizations to validate and test response plans, communications and training.
8. Coordinates and conducts evaluations and critiques for all HAZMAT exercises.
9. Assists, advises and coordinates with government agencies and commercial and private firms in developing and maintaining hazard mitigation plans, procedures and programs in compliance with federal and State standards, guidelines, regulations and laws.
10. Assists agencies and organizations in the identification of chemical (potential) hazards and risks associated with their transportation, storage, use and accidental release and recommends measures to prevent and/or limit the damage and risks associated with a hazardous material accident.

11. Assists and advises State and county agencies in the development, review and implementation of their emergency response plans.
12. Prepares resolutions, legislation and testimony and monitors changes in State and federal laws concerning HAZMAT mitigation and preparedness programs.
13. Gives lectures and participates in meetings and conferences related to hazardous materials training and exercises. Provides briefings and status reports to public officials on the progress and accomplishments of HAZMAT training and exercises.
14. During disasters and other emergency situations, serves as an Emergency Operating Center Duty Officer at the Emergency Operating Center.

This is an amendment to the specification for the class HAZARDOUS MATERIALS TRAINING AND EXERCISE COORDINATOR (HAZ MTRLS TRNG & EXER COORD), which was approved on March 9, 1995.

DATE APPROVED: 10/2/01 _____
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